



The Cornovii Trust




Pear Tree Primary School

incorporating PiPs

Before and After School Club

Attendance & Punctuality Policy 2025-26

'Being Our Best Selves'

Date agreed	September 2025
Date for review	September 2027
Headteacher	Nikki Casey
Chair of Governors	Jo Hillman
Signed on behalf of the Governing Board by Name:	Signature: Date:
Signed on behalf of the school by: Nikki Casey	Signature:  Date:

RATIONALE

- Regular attendance at school or alternative provision is a legal requirement and “The Education Act” 1996 makes it a criminal offence for a parent/carer to fail to secure their child’s regular attendance at school
- Parent/carers have a legal duty as well as a moral obligation to ensure that children of compulsory school age attend on time, on a regular and full-time basis
- Good attendance and punctuality is essential if pupils are to take full advantage of school and gain the appropriate skills which will equip them for life
- Safeguarding each child is everyone’s responsibility and a child may be at risk if they do not attend school regularly
- Any absence affects the pattern of a child’s schooling and regular absence will seriously affect their learning
- The school aims to achieve good attendance by operating an Attendance Policy within which staff, pupils, parent(s)/carer(s), local community and the Education Welfare Service can work in partnership. The school will monitor attendance and ensure quick and early intervention if a problem is identified
- Good attendance will be seen as an achievement in its own right and recognised as such by the school
- The School Attendance and Punctuality Policy is based on the premise of equal opportunities for all.

Aims

- To improve the quality of school life
- To create a culture in which good attendance is ‘normality’
- To demonstrate to pupils, parent(s), carer(s) and staff that the school values good attendance and to recognise that good regular attendance is an achievement in itself
- To be consistent in implementation, both in terms of rewards and sanctions
- To value the individual and be socially and educationally inclusive.

Objectives

- To involve the children or young people more in their school attendance
- To improve communication with parent(s), carer(s) about regular school attendance
- All school staff to continue to take responsibility for children or young people's attendance and for the school to recognise the importance of this role
- Effective working relationship with the Education Welfare Service.

Targets

- To have an effective means of collecting and monitoring information
- To discuss the settings of targets for the school with the attendance officer for the Local Authority and the Governing Board
- To ensure that such data is used effectively by all staff in conjunction with the Head Teacher
- To keep parent(s), carer(s) and governors informed of policy and practice e.g. school website, school newsletter
- To ensure that the school is aware of government targets which may have been set for some vulnerable groups, such as Looked After Children or young people.

Attendance and Punctuality Policy

- Children or young people are expected to attend school for the full 190 days of the academic year, unless there is a good reason for absence. There are two types of absence:
 - Authorised (where the school approves pupil absence)
 - Unauthorised (where the school will not approve absence)
- It is expected that parent(s)/carer(s) will provide an explanation if the child or young person is absent on the first day the absence occurs. This can be by letter, telephone, text, personally at the office or by appointment.
- If contact explaining the child or young person's absence fails to be made by parent(s)/carer(s), then the school will contact the home by telephone on the initial day and on each day thereafter until the unexplained absence is clarified. This contact will be recorded in the register / attendance file / electronic records.
- The Head Teacher will regularly remind parent(s)/carer(s) of the importance of good attendance and punctuality

What can parent(s)/carer(s) do to help?

- If your child is absent from school, please contact the school before 8:30am (prior to the close of morning registration) on the day of absence so that we know your child is safe. If your child is likely to be absent for any length of time, (e.g. due to illness) please keep us informed and a medical note will be required.
- Contact the school absence line by 8.30am to leave a message explaining the absence
- Try to make appointments outside school time
- Do not allow your child to have time off school unless it is really necessary
- Contact us every day by 8:30am if a pupil is absent unless otherwise agreed

Identification of Pupils Giving Cause for Concern & Referral

- Identification is made by the class teacher (cause for concern) or member of SLT
- Concerns are passed to the person responsible for contacting parent(s)/carer(s)
- The person responsible will contact parent(s)/carer(s)

- There will be two weeks' monitoring of the child or young person's attendance
- If there is no improvement, at this point, attendance letter 1 (Appendix 1) will be sent and parent(s)/carer(s) will be invited in for a meeting
- We will, after a further two weeks' monitoring, inform parent(s)/carer(s) that they will be referred to the Education Welfare Service, if there has been no improvement in attendance (Attendance Letter 2 in Appendix 2). The referral to the Education Welfare Service will consist of the referral form (see Referral Form in Appendix 6), copies of all correspondence to parent(s)/carer(s) and a print out of the child or young person's attendance certificate.
- If attendance has improved over the last four weeks, school will continue to monitor attendance to ensure improvement is maintained

Completing the Register

- The Governing Board is responsible for registering with the Data Protection Registrar under the Data Protection Act 1998
- Electronic registers are printed out annually and filed securely. These are legal documents
- The twice-daily requirement to register pupils formally receives children or young people from home
- Emphasis is placed on the accurate twice daily completion of registers
- Incomplete or inaccurate registers are unacceptable. Registers provide the daily record of the attendance of all pupils; they are legal documents that may be required in a court of law, for example as evidence in prosecutions for non-attendance at school
- The register will be marked using the symbols advised by DfE and CEC.

Lateness

- School begins at 8.45 am and all pupils are expected to be in school for registration at this time.
- Pupils who are consistently late are disrupting not only their own education but also that of others.
- Classroom door will open at 8:40am and will close at 8:45am to ensure a prompt start to the day. Pupils arriving after this time will enter school through the main office. Any pupils arriving after 8:55am, when registers close, will be recorded as 'late'. In addition, pupils arriving to school after 09:30 will be coded as 'U' which counts as an unauthorised absence.
- Where persistent lateness gives cause for concern, further action will be taken. See Identification of Pupils Giving Cause for Concern and Referrals – the same process will apply (see Appendix 5).

Family Holidays / Leave of Absence during term time

Parent(s)/carer(s) do not have the right to take their child or young person out of school for a holiday. In exceptional circumstances, the school may grant leave of absence up to 10 days and it may be necessary for a longer planned absence. All such cases must be discussed with the Headteacher, as a child or young person who is absent longer than 10 days after an agreed return date, can legally be removed from the school roll and the parents/carers may be liable to prosecution.

In considering whether or not to authorise leave for a family holiday/leave of absence, the school will consider each case individually, taking into account a child or young person's overall attendance and the reason for the absence. The school will not authorise holidays taken during any examination weeks (see Appendix 3).

A 'LEAVE OF ABSENCE REQUEST FORM' (see Appendix 4) is available from the school office and on the school website. It must be completed in advance of the absence and returned to the school where it will need to be discussed with the Headteacher. This discussion will contribute towards the final decision.

- It must clearly state on the form why it is necessary that this absence has to be taken in term time.
- Lower cost holiday is not a reason.
- On receipt of the 'Leave of Absence Request Form', parents/carers will be sent a response indicating whether the school is able to authorise your request or not.

Reasons for not authorising it might include:-

- Unsatisfactory attendance
- Time of year, e.g. if pupils are sitting assessments
- If leave of absence has already been authorised during the current academic year
- It is a holiday request in school term time
- There does not appear to be an exceptional circumstance surrounding the request

If parents, contrary to what the school has said, still decide to take their child out of school, then the absence will be coded as **'unauthorised.'** This may lead to the school referring the matter to the Local Authority requesting a Fixed Penalty Notice to be issued.

Penalties for unauthorised absence		
Timeline	One child	Two Children
Paid within 21days	£80 per parent	£80 per child = £160 per parent
After 21 days and before 28 days	£160 per parent	£160 per child = £320 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance

***Fixed Penalty Notices have been introduced as part of the
Government's drive to improve attendance.***

These measures are severe, but we believe that regular and high attendance is in every pupil's best interests and helps to maximise their achievements and enjoyment of school.

This policy reflects accurately the current legislation and, as a school, we have a duty to point this out to parents/carers.

Attendance expectations

Pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including Fixed Penalty Notices, in line with Local Authorities' codes of conduct.

LEAVING SCHOOL DURING SCHOOL HOURS

A child will only be permitted to leave school during school hours if permission has been sought and a parent or carer or designated person collects the child in person. You will be asked to sign your child in/out of school accordingly for safeguarding and health and safety reasons.

The school aims to have ALL children or young people attending regularly and punctually and parent(s)/carer(s) need to know that should their child fail to attend in this way, then the matter will be referred to the Education Welfare Service.

Parent(s)/carer(s) need to be aware that Cheshire East Schools work in co-operation with the Education Welfare Service.

Parent(s)/carer(s) need to be aware that Cheshire East Council, in conjunction with schools, are operating Fixed Penalty Notices for non-attendance.

In developing this Attendance Policy, we have taken into account the fact that Cheshire East is an ethnically diverse community. The school has incorporated practice, which guards against disadvantaging any sections of the community. Improving the performance of underachieving pupils is a key priority. This aims to improve the attainment of minority pupils across Cheshire East. Schools are aware and take into account the need for all public authorities to re-examine and make changes to their practice in promoting genuine multi-racial partnership.

The school understands the need for on-going communication with parent(s)/carer(s) and pupils regarding this policy, particularly those new to the school.

MONITORING OF ATTENDANCE

Local Authority Monitoring of Attendance

There are a range of processes to support Local Authority monitoring of attendance:

- All schools have a statutory obligation to provide information about attendance to the LA and the DfE via the school census returns. This enables national comparisons.
- The development of Electronic Registration means that the Local Authority should be able to access attendance data centrally, and could therefore monitor trends.
- The Education Welfare Service monitors attendance on behalf of the Local Authority through regular meetings with school staff and regular register checks. This focuses particularly on children or young people with long-term absences, regular patterns of absence, the school's monitoring of student attendance at alternative provision such as college placements, return of children or young people after fixed term exclusions, admissions of children or young people for whom a place at the school has been agreed, children or young people cared for by the Local Authority.
- Monitoring of agreed School/Education Welfare Service School Action Plans to ensure priority concerns are effectively addressed. The Education Welfare Officer and school must regularly review the action plans jointly.
- Monitoring the use and success of legal action to enforce attendance.
- The Admissions Team has a protocol for referral to the Education Welfare Service of children or young people who, for whatever reason, are without a school place.

School Monitoring of Attendance

Our school has a designated person responsible for attendance and establishing a routine that ensures that regular monitoring and review take place.

General

Frequency	Action
Daily	Class teacher has initial responsibility for dealing with concerns. The way in which concerns are dealt with will vary from school to school and details should be outlined in the school policy. Attendance of all pupils on alternative packages should also be checked daily with the providers.
Weekly	Action to be taken by the school with regard to children or young people whose absence is causing concern. Discussions with Education Welfare Officer, who may be asked to intervene in cases where the school has not been able to ascertain reasons for absence, or where other concerns exist.

School Monitoring of Lateness

The major principles of any late monitoring system are:

- it should ensure everyone in school is recorded in case of fire
- it should not allow children or young people to come into school undetected especially if some form of same day contact is being made with absentees.

The school's signing in system:

- enables the school office to keep a record and monitor punctuality
- makes it difficult for a student to enter a classroom late without staff acknowledgement
- ensures all teachers are consistently and correctly coding registers.

Keeping Track of Children or Young People – see Section on 'Children Missing Education'

Every Minute Counts

Lateness = Lost Learning (Figures below are calculated over a school year)	
5 minutes late each day	3 days lost!
10 minutes late each day	6.5 days lost!
15 minutes late each day	10 days lost!
20 minutes late each day	13 days lost!
30 minutes late each day	19 days lost!

REQUEST FOR LEAVE OF ABSENCE IN TERM TIME

FOR COMPLETION BY PARENT/CARER

You have requested the school's permission for leave of absence to be taken during term time. Before such authorisation is considered please complete the form below and return to the school office. Completion of the form does not guarantee the leave of absence will be authorised.

Pupil's Name:

Class :

Dates of Leave of Absence: From: _____ To: _____

No of days _____

Please give full reason for asking for leave of absence in term time.

Signature of parent(s)/carer(s):

_____ Date: _____

**TAKING YOUR CHILD OUT OF SCHOOL WITHOUT THE SCHOOL'S AUTHORISATION
MAY RESULT IN THE SCHOOL REQUESTING THE LOCAL AUTHORITY TO ISSUE A
FIXED PENALTY NOTICE TO EACH PARENT/CARER FOR EACH CHILD.**

Penalties for Unauthorised Absence		
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After 21 days and before 28 days	£160 per parent	£160 per child = £320 per parent
After 28 days	You will receive a summons to appear before the Magistrates' Court on the grounds you have failed to secure your child's regular attendance.	

For completion by school:-

Authorised

☐

Unauthorised

☐

Reason holiday declined

Signed: _____

Date: _____